

## **FLATHEAD COUNTY FAIR COMMISSION**

### **Meeting minutes from April 13, 2017**

The April 13, 2017 meeting was called to order by Sam Nunnally at 6:30 pm in the 4H Building at the Flathead County Fairgrounds

**Roll call of members:** Sam Nunnally, Mark Carlson, Wes McAlpin, Doug Wise, and liaison member Pam Holmquist were present. Butch Woolard was excused.

**Staff present:** Mark Campbell

**Guests present:** Sharon Askelson, Aaron Wallace, Matt Lawrance.

**Agenda approval:** Mark Carlson moved to approve the agenda. Doug seconded the motion. All members were in favor.

**Previous Meeting Minutes:** Meeting minutes from March 9, 2017 were presented. Mark moved to approve the minutes as presented. Doug seconded the motion. All members were in favor.

**Public Comment:** Sam called for public comment. Sharon assisted the office in reviewing the Fair Book for corrections. No further comments were heard.

**Manager's Report:** Mark referred to the Commissioners monthly report and provided an update on current activities. The restrooms and ADA work design is underway without mechanical and structural at this time. Doug asked about the timeline and process for construction bids. The County Commissioners will open them upon receipt with total process taking 4-6 week's total. Potential end of May could happen but remains variable when selected contractor is ready to start work.

The heat exchange in Trade Center lobby has failed but is under warranty with a small allowance for labor. A credit towards a new system is also available. Cost of repair is \$1275 or full replacement at \$3181. Recommend a full replacement to have a 20-year warranty in place.

4H Building is set for flooring replacement under the Eagle Scout project this Saturday.

Fair scheduling and details are fully underway with departments and superintendents coming together. Grandstand tickets will go on-sale May 18<sup>th</sup>. A Relay Race meeting is scheduled for April 20<sup>th</sup>. Food Concession review was held with Michael Moffitt. Some new items and good input was obtained.

Horse race training has been finalized for past season. Practices for this year will start in April under the same responsibilities. A few more horses will be added this coming year. About 14 horses expected.

A financial report through March was shared. Revenues are at 89.7% and expenses at 78.08%. Approximately \$150,000 of expense authority until June with average of \$35,000 per month till June. Expenses are on track with no major items to be considered. No other concerns were noted.

**Committee and Director Reports:** Wes stated that all is quiet on the livestock front. No director reports were shared.

**Old Business:** CDBG Project – introduced Aaron and Matt from Montana Creative Architecture and Design to cover their work to-date on the project. They described the three phases of the project. The north bathroom was originally planned for remodel of the existing building. This doesn't end up making sense and a new building is planned. An overview of the components was shared. The entry is on the west with showers at the east end for efficiency. Water heating is still being determined due to minimal electric supply and distance of gas supply. Materials and finishes were discussed.

The south restroom and concession stand plans were described. Materials being considered explained with durability and minimal maintenance in mind. The total fixture count will be similar in replacement to existing. ADA access is throughout the structure. Insulation is a price option in the bid process with expanded use throughout the year a consideration as funds allow.

Matt described the stairs and ramping into the south grandstand. It is designed very similar to the PAR diagram with an option of covering and accommodating the block donation. Finishes are designed for longevity and durability. Structure for overhead covering will be placed into initial design and could be self-supporting rather than attached to Grandstands. All were in concurrence moving forward with the covering as an alternative and proceeding with structural design.

Aaron talked about timing of the process with an early review by a few contractors. Possibly mid-May to be completed with 5-6 weeks for bidding and permitting. This places process onto July 1<sup>st</sup> which doesn't leave enough construction time before Fair is upon it. Cost of construction expedited increases dramatically. It was agreed to do the process right and not cut timeline corners.

Discussion of finishing details, gas line run options, and the next steps was held.

No further old business was brought forward.

**New Business:** Fair ticket pricing options were reviewed. A minor increase to child general admission rodeo and demo derby from \$8 to \$10 and increase Super Fun Passes from \$70/40 to \$75/45 was proposed. These minor changes would be of help to banking operations as well. Doug asked about taking the \$24 reserved rodeo ticket to \$25 for ease of operation. Staff is trying not to reach the \$25 threshold along with most rodeo tickets being sold on-line so doesn't wish to go there yet. Discussion held about more public advertising of the Super Fun pass which provides insurance for weather.

Fair duties for Board members is very much appreciated. Discussion about other duties the Board members could help with. Doug could help with press relations and hosting duties. Mark will review his interests and the needs. Working with the ushers and grandstand seating is an area of need.

No further new business was presented.

**Adjournment:** Wes moved to adjourn the meeting at 8:25 pm, seconded by Mark. All were in favor.

Submitted by: mc

Approved as submitted:

  
Chair

5-11-17  
Date